

Solihull Child Safeguarding Practice Review (CSPR) Panel

Terms of reference and working protocol

A. Aim

1. The CSPR Panel has delegated responsibility from the Solihull Local Safeguarding Children Partnership to take referrals for child safeguarding practice reviews (or other local multi-agency learning lessons reviews) in order to make recommendations against the statutory criteria to the Independent Scrutineer who makes the final decision on behalf of the Safeguarding Partners as to what, if any, review is to be undertaken.

B. Purpose

1. To provide a multi-agency decision making forum for all referrals for child safeguarding practice reviews and for local multi-agency learning lessons reviews which do not meet the statutory criteria. This includes the Rapid Review process which follows a notifiable Serious Incident.
2. To commission child safeguarding practice reviews or local multi-agency learning lessons reviews once agreed by the Independent Scrutineer.
3. To recommend single agency reviews; Significant Incident (SI); joint SI. The CSPR Panel chair will write to agencies to confirm the recommendation. Agencies will be requested to advise why if they disagree with the recommendation.
4. To monitor the work that is commissioned and the resulting action plans in regard to both statutory and non-statutory reviews and to escalate issues when appropriate to the safeguarding partners.
5. To review the findings from other local child safeguarding practice reviews where relevant to Solihull, other local statutory reviews (such as Safeguarding Adults Reviews and Domestic Homicide Reviews) and national child safeguarding practice reviews conducted by the National Child Safeguarding Panel in order to identify the implications for local learning lessons.

C. Governance

1. The CSPR Panel will report directly into the Executive Group of the Local Safeguarding Children Partnership.
2. The Clinical Commissioning Group (BSOLCCG) will provide a suitably experienced chair for the CSPR Panel.
3. The Panel is quorate if there is a representative view available from each of the following: social care, education, police and health.

4. Each agency representative is to have a named deputy. Multiple deputies are not acceptable unless in exceptional circumstances.
5. Each agency represented below in membership has one vote. For example, if both the main member and the deputy from one organisation attends, they only have one vote.
6. Members of the standing CSPR Panel will be nominated taking into consideration the possible conflict of interest which might occur if they are responsible for managing services which could be subject to review.
7. When agencies are undertaking single agency reviews which are recommended by the CSPR Panel they are required to report back to the CSPR Panel that the review has been completed and report on any multi-agency lessons learned.
8. The Child Death Overview Panel (CDOP) is separate to the CSPR Panel and has its own governance arrangements. The CDOP can refer cases that come to its attention.
9. The CSPR Panel will interface with the Response and Delivery Group (RDG). Once reviews have been completed the RDG will have a role in implementing the communications plan associated with each review to ensure that findings and lessons learned are disseminated and reflected in policy and procedures and multi-agency training.
10. The CSPR Panel should not be used for whistle blowing purposes or for the escalation of professional differences of opinion. Practitioners should follow their own agency's whistle blowing policies and the LSCP Escalation Policy located at: [Escalation policy: Resolution of professional disagreements \(procedures.org.uk\)](#)
11. A child safeguarding practice review is not a response to a complaint about service provision which should be subject to the relevant agency's complaints process.
12. A child safeguarding practice review (or other non-statutory review) is a reflective learning process and not a substitute for operational decision making between partner agencies to address immediate or ongoing risk issues, or complex and entrenched cases.

D. Organisational arrangements

1. Any professional from across the partnership can refer a case for discussion following consultation with their respective safeguarding/strategic lead using the CSPR Referral form available at: [Child Safeguarding Practice Reviews tools and pathways \(procedures.org.uk\)](#)
2. The Panel will be supported administratively by the LSCP business team. Minutes of the meeting will be distributed two weeks after the meeting
3. Meetings will be held on alternate months but dates may be subject to change at short notice to ensure statutory time scales are met for Rapid Reviews.

E. Referral Process

1. The CSPR Referral Form should be completed in full to include full details about all relevant individuals. The referral must be quality assured and signed off by a senior manager before being sent to the Local Safeguarding Children Partnership business team under secure cover by emailing: LSCP@solihull.gov.uk
2. It is anticipated that most CSPR referrals will be made following a notifiable Serious Incident where abuse or neglect is known about or suspected, such as an incident resulting in serious harm to a child or a child death. In line with Working Together 2018 Solihull Metropolitan Borough Council will submit a Notification of a Serious Incident (where they know or suspect that a child has been abused or neglected) within 5 working days of the incident occurring and SMBC will also advise the safeguarding partners (via the LSCP business team) within the 5 working day window. Appendix 1 sets out the time frames and process for making a CSPR referral following a notifiable Serious Incident.
3. A notifiable Serious Incident triggers the Rapid Review process which has to be concluded within 15 working days of receipt of the Notification by the National Panel. Working Together 2018 sets out the criteria for a Rapid Review and the process to be followed in order to determine whether a child safeguarding practice review is required. A copy of the Rapid Review decision, once approved by the LSCP Independent Scrutineer, will be sent to the National Panel. The aim of the Rapid Review is to enable safeguarding partners to:
 - gather the facts about the case, as far as they can be readily established at the time
 - discuss whether there is any immediate action needed to ensure children's safety and share any learning appropriately
 - consider the potential for identifying improvements to safeguard and promote the welfare of children
 - decide what steps they should take next, including whether or not to undertake a child safeguarding practice review
4. If a child's case is referred to the Panel following a notifiable Serious Incident and has not previously been notified to the National Panel, the LSCP business team will ensure that the notification to the National Panel is completed using the online tool by the appropriate professional.
5. Other referrals can be made to the Solihull CSPR Panel using the CSPR Referral Form where an agency considers that a child safeguarding practice review or other learning lessons review is required but there has not been a notifiable Serious Incident. In general, these cases will be where it is considered that two or more agencies could have worked more effectively together to safeguard a child.

6. The LSCP business team will quality assure all referrals and if the referral has not been signed off as above, or if relevant sections have not been completed, the referral will be returned with a request for the missing information.
7. The chair of the Solihull CSPR Panel will make a decision as to the appropriateness of each CSPR referral ensuring that the relevant criteria are met.

F. Scoping

1. On receipt of the CSPR Referral as a result of a notifiable Serious Incident the LSCP business team will identify which agencies need to complete the scoping documents. This decision will depend on the information contained within the referral about other agency involvement in the case, and so it is particularly important that this is accurately recorded by the referrer.
2. The scoping template will be sent to each relevant partner agency for completion and return within a specific time scale. A time period for the scoping information will be provided in the request. It is important the scoping information is returned on time to ensure that Panel members can come prepared to make a decision at the CSPR Panel meeting.
3. The LSCP business team will quality assure the scoping information received to ensure that it is full and complete. Scoping templates will need to be re-submitted if there are significant gaps in information.
4. Scoping information will be collated and circulated under secure cover to all members of the CSPR Panel in advance of the meeting. Where possible the scoping information will be circulated one week ahead of the Panel meeting, however as the time scale for the Rapid Review process is tight this may not always be possible.

G. Responsibilities of CSPR Panel members

- Panel members are required to read all the scoping information ahead of the panel meetings to ensure they are able to participate fully in the discussion and decision making.
- The CSPR Panel chair will make a decision on whether there is sufficient information at the meeting for Panel members to make a decision on whether the relevant statutory criteria is met or not for a child safeguarding practice review. There are two tests:
 - Whether the criteria is met for a child safeguarding practice review
 - If yes, whether a child safeguarding practice review is the most appropriate and proportionate response to ensure any local lessons learned are identified
 - If not, whether any other response is appropriate in the circumstances

- If any member of the CSPR Panel is not able to discharge their duty as a member of the panel, the chair will discuss this with them and advise their relevant agency and make a request for a replacement.
- Draft reports of CSPRs will be presented at the CSPR Panel so members can quality assure them ahead of the report being presented to the LSCP. Panel members are required to provide feedback and comments on reports to ensure they are fit for purpose and address the areas of concern identified by the Panel at the point of commissioning the review.

H. Decision making

1. Following presentation of the referral, relevant information and brief overview of the case, Panel members will consider the scoping information from each of the agencies involved in the case during the scoping period.
2. A general discussion will then take place to explore the information provided, identify any gaps in information and any practice issues that are coming to light for individual agencies and/or for multi-agency working. The Panel will give consideration to any action which has already been taken by individual agencies to reflect on practice and identify any learning.
3. The CSPR Panel chair will clarify whether the criteria is met for a child safeguarding practice review (Appendix 2).
4. If the criterion is met Panel members will then consider whether a CSPR is the most appropriate response. It is possible that the statutory criterion is met but there is a rationale for not proceeding with a CSPR. If this is the case the rationale must be agreed and a decision made about whether any other form of multi-agency learning lessons review, audit or single agency review is required.
5. The CSPR Panel will appropriately escalate any ongoing risk or safeguarding issues which come to light during any part of the decision making process, or when conducting a review, to the appropriate agencies.

I. Commissioning reviews

1. The CSPR Panel will make recommendations to the LSCP Independent Scrutineer regarding:
 - the focus of the review
 - what form of methodology to use
 - which agencies should be involved
 - any specialist input that would add value
2. The LSCP Business Manager will commission independent reviewers/authors where appropriate in consultation with the CSPR Panel chair.

3. In reviews where a consensus view is not reached the differing positions will be articulated in the final report.
4. In line with guidance from the National Safeguarding Panel it will be explicitly stated during the commissioning process that reports are to be written in a way which will enable them to be published.
5. Any costs associated with the commissioning of a CSPR or other learning lessons review will be agreed before the work is undertaken as far as possible and should represent best value.
6. Funding of associated costs will come from the LSCP budget in the first instance. If there are insufficient funds available it may be necessary to approach the safeguarding partners for additional resourcing.

J. Practitioners' involvement in reviews

1. Practitioners will always be invited to participate in child safeguarding practice reviews and provided with information regarding the purpose of the review and assurance about the learning lessons approach.
2. Managers in agencies involved in child safeguarding practice reviews will be reminded of their responsibility to provide appropriate support for practitioners directly involved in them.
3. Practitioners will receive a personal thank you letter from the relevant chair of the CSPR Panel on completion of the review.
4. Practitioner involvement in non-statutory learning lessons reviews will be considered on a case by case basis depending upon the methodology being used.

K. Core Membership

- Children's Services – Vice Chair
- West Midlands Police
- Education (local authority)
- Birmingham and Solihull CCG - Chair
- Public Health (commissioning)
- LSCP Business Manager

All CSPR Panel members will have a named deputy to act on their behalf if they are not available. Core members or their deputy must be in attendance for the CSPR Panel to be quorate.

Additional agency representation, to be decided on a case by case basis, will be considered where specialist knowledge is required to support decision making by the Panel.

Appendices

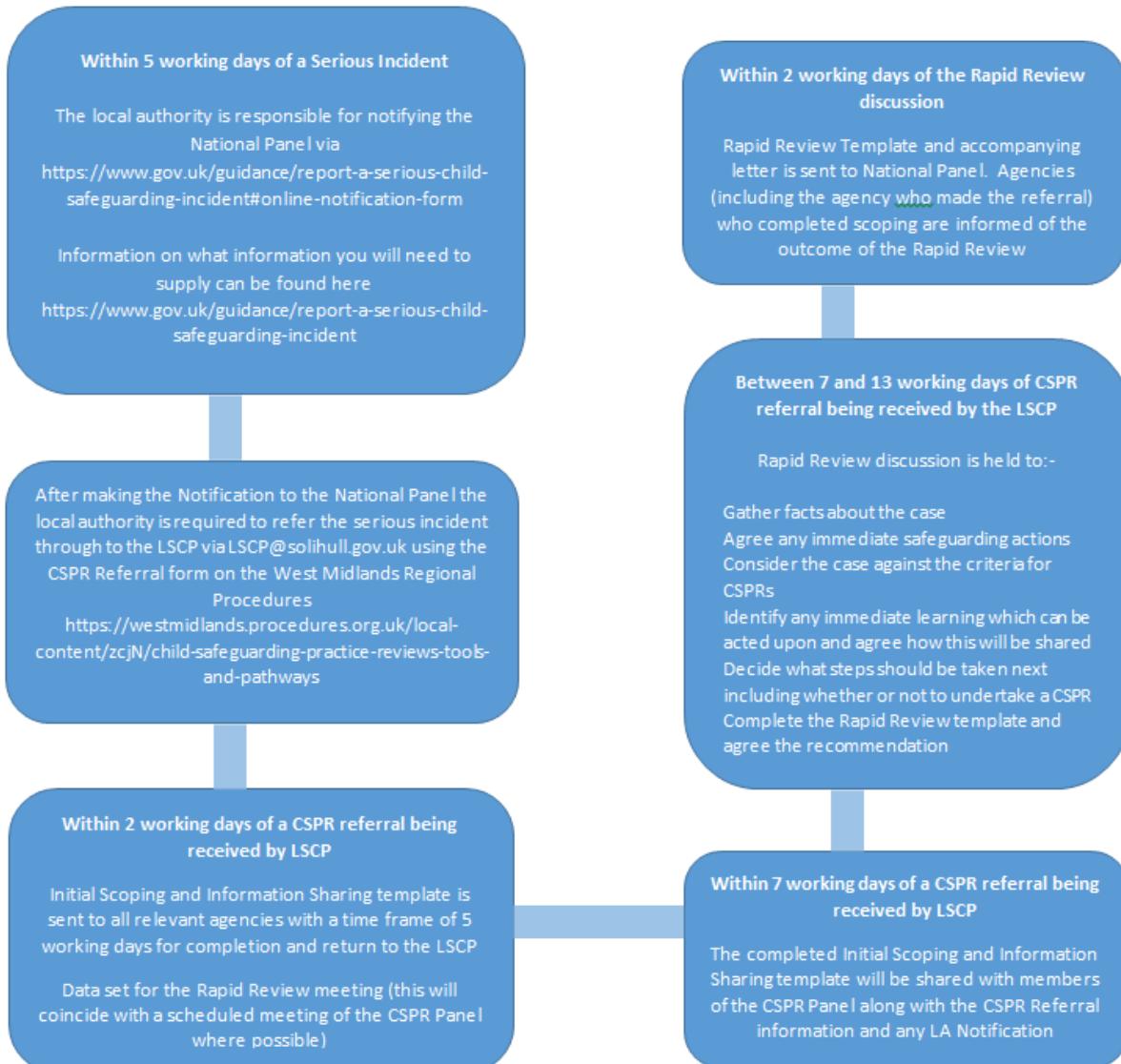
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|------------|--|
| Appendix 1 | Serious Incident/Rapid Review process |
| Appendix 2 | Criteria for Serious Incidents/CSPRs/Rapid Reviews (extract from Chapter 4, WT 2018) |

Version history

Agreed on 20 October 2020

Next review: October 2021

Serious Incident/Rapid Review Process



Extract from Chapter 4, Working Together to Safeguard Children 2018

Duty on local authorities to notify incidents to the Child Safeguarding Practice Review Panel

16C(1) of the Children Act 2004 (as amended by the Children and Social Work Act 2017) states: Where a local authority in England knows or suspects that a child has been abused or neglected, the local authority must notify the Child Safeguarding Practice Review Panel if –

- (a) the child dies or is seriously harmed in the local authority's area, or
- (b) while normally resident in the local authority's area, the child dies or is seriously harmed outside England.

12. The local authority must notify any event that meets the above criteria to the Panel¹. They should do so within five working days of becoming aware that the incident has occurred. The local authority should also report the event to the safeguarding partners in their area (and in other areas if appropriate²) within five working days.

13. The local authority must also notify the Secretary of State and Ofsted where a looked after child has died, whether or not abuse or neglect is known or suspected.

14. The duty to notify events to the Panel rests with the local authority. Others who have functions relating to children³ should inform the safeguarding partners of any incident which they think should be considered for a child safeguarding practice review. The link to the Child Safeguarding Online Notification form for local authorities to notify incidents to the Panel is available from [Report a serious child safeguarding incident page on Gov.uk](#)

Decisions on local and national reviews

15. Safeguarding partners must make arrangements to:

- identify serious child safeguarding cases which raise issues of importance in relation to the area and
- commission and oversee the review of those cases, where they consider it appropriate for a review to be undertaken

16. When a serious incident becomes known to the safeguarding partners,⁴ they must consider whether the case meets the criteria for a local review.

¹ Online notifications to the Panel will be shared with Ofsted (to inform its inspection and regulatory activity) and with DfE to enable it to carry out its functions.

² If, for example, the event relates to a looked after child who has been placed out of area.

³ This means any person or organisation with statutory or official duties or responsibilities relating to children

⁴ Safeguarding Partners should also take account of information from other sources if applicable

17. Meeting the criteria does not mean that safeguarding partners must automatically carry out a local child safeguarding practice review. It is for them to determine whether a review is appropriate, taking into account that the overall purpose of a review is to identify improvements to practice. Issues might appear to be the same in some child safeguarding cases but reasons for actions and behaviours may be different and so there may be different learning to be gained from similar cases. Decisions on whether to undertake reviews should be made transparently and the rationale communicated appropriately, including to families.

18. Safeguarding partners must consider the criteria and guidance below when determining whether to carry out a local child safeguarding practice review.

The criteria which the local safeguarding partners must take into account include whether the case⁵:

- highlights or may highlight improvements needed to safeguard and promote the welfare of children, including where those improvements have been previously identified
- highlights or may highlight recurrent themes in the safeguarding and promotion of the welfare of children
- highlights or may highlight concerns regarding two or more organisations or agencies working together effectively to safeguard and promote the welfare of children
- is one which the Child Safeguarding Practice Review Panel have considered and concluded a local review may be more appropriate.

Safeguarding partners should also have regard to the following circumstances:

- where the safeguarding partners have cause for concern about the actions of a single agency
- where there has been no agency involvement and this gives the safeguarding partners cause for concern
- where more than one local authority, police area or clinical commissioning group is involved, including in cases where families have moved around
- where the case may raise issues relating to safeguarding or promoting the welfare of children in institutional settings⁶

19. Some cases may not meet the definition of a ‘serious child safeguarding case’, but nevertheless raise issues of importance to the local area. That might, for example, include where there has been good practice, poor practice or where there have been ‘near miss’ events. Safeguarding partners may choose to undertake a local child safeguarding practice review in these or other circumstances.

The rapid review

20. The safeguarding partners should promptly undertake a rapid review of the case, in line with any guidance published by the Panel. The aim of this rapid review is to enable safeguarding partners to:

- gather the facts about the case, as far as they can be readily established at the time

⁵ <http://www.legislation.gov.uk/id/uksi/2018/789>

⁶ Includes children’s homes (including secure children’s homes) and other settings with residential provision for children; custodial settings where a child is held, including police custody, young offender institutions and secure training centres; and all settings where detention of a child takes place, including under the Mental Health Act 1983 or the Mental Capacity Act 2005.

- discuss whether there is any immediate action needed to ensure children's safety and share any learning appropriately
- consider the potential for identifying improvements to safeguard and promote the welfare of children
- decide what steps they should take next, including whether or not to undertake a child safeguarding practice review

21. As soon as the rapid review is complete, the safeguarding partners should send a copy to the Panel⁷. They should also share with the Panel their decision about whether a local child safeguarding practice review is appropriate, or whether they think the case may raise issues which are complex or of national importance such that a national review may be appropriate. They may also do this if, during the course of a local child safeguarding practice review, new information comes to light which suggests that a national review may be appropriate. As soon as they have determined that a local review will be carried out, they should inform the Panel, Ofsted and DfE, including the name of any reviewer they have commissioned.

⁷ The Panel may share this with the DfE if requested, to enable DfE to carry out its functions